

MAG Web Update and Enhancement Project
Proposers Conference
10/27/2000

Contractors In Attendance

Pete Barlow, Sierra
Troy Chapman, Sitewire
Larry Dyer, Multimedia
Karen England, Analysts International
Cheryl Karrer, Terra Systems Southwest
Derek Lewis, Market Now
Don Logue, Systems Technology Group Inc.

Tracie McGill, Computer Management Technologies
Steve Panhorst, TAJ Technologies, Inc.
Jason Pickering, Pinnacle Technology
Troy Shireman, Greenberg & Russel
Rose Viburg, Analysts International

MAG Staff in Attendance

Chris Bruce, GIS Specialist
Tiffany Lopez Powell, Information Processing Specialist

Audrey Skidmore, Automation Support Program Manager
Gordon Tyus, Graphics Specialist
Harry Wolfe, Senior Project Manager

Harry Wolfe opened the meeting at 2:00 p.m. and thanked contractors for attending the meeting. He noted that while attendance at the meeting was not mandatory, it was designed to provide an overview of the project and to answer any questions that the contractor might have regarding the project.

After introductions of MAG staff, Gordon Tyus made a presentation on the project's goals and objectives and major elements. Harry Wolfe provided an overview of the consultant selection process. Mr. Wolfe noted that a Proposer's Registration Form (which was referenced in the RFQ) as Appendix C was inadvertently omitted from the Request for Qualifications. He distributed copies of the Proposers Registration Form and asked that all respondent's submitting proposals fill out the form and return it with their proposal.

Mr. Wolfe explained that the purpose of the Proposers Registration form was to track MAG's efforts to reach out to a wide variety of contractors, including Disadvantaged Business Enterprises, to make them aware of opportunities to submit on MAG projects. This outreach is a condition of receiving federal transportation funds.

The meeting was opened up for questions from the contractors present. The questions and responses are summarized below.

1. How much money is available to do the project?

- A. An amount not to exceed \$100,000
2. Does a Women Owned Business Enterprise (WBE) also qualify as a Disadvantaged Business Enterprise (DBE)
- A. WBEs can also be qualified as a DBE, if they meet certain standards.. To be qualified as a DBE for MAG projects, a firm either has to be listed on the Arizona Department of Transportation (ADOT) or the City of Phoenix DBE lists. If they are not on the list and want to be certified as a DBE by ADOT or Phoenix, they need to submit an application for processing. The processing of the application can take 60 days. Contractors can obtain a copy of these lists either by stopping by the City of Phoenix or ADOT, or calling to have a copy mailed to them.
3. The RFQ appears to ask for detailed schedules and tasks breakdown which are difficult to provide prior to scoping out the project. What do you expect us to do about that?
- A. The respondents should provide a general idea of the schedule to complete the work, key people who will be working on the project and their role and major tasks that will need to be undertaken. The details can be left to the development of a Scope of Work after a qualified firm or firms are selected.
4. Do you envision a single contract or multiple contracts?
- A. It could go either way depending on who submits. Either there could be a single contract with subcontractors or multiple contractors.
5. Does the \$100,000 include all the hardware and software associated with the project?
- It does not include all the hardware and software although MAG has already purchased a server.
6. What kind of server did you purchase?
- Dual 866 MHZ xeon processors, 1 GB RAM, 8-16 GB Harddrives, CD, UPS, Tape Backup, windows 2000 Server, Dell PowerEdge 4400
7. Is the 12 month time frame to do the study firm?
- It is our estimate. If you think it can be done faster you can state that. It should not take any longer than that.
8. What do you mean by a cost reimbursement fixed fee contract?
- It is a contract in which compensation is based upon the cost of providing services plus a

fee with the total not to exceed a specified amount.

9. Do you anticipate additional funding will be available for this project?

A. This is the amount of money we have set aside for the project and we don't anticipate any additional funds will become available.

10. This RFQ sounds a lot like an RFP

A. In the past MAG has issued RFPs and the language in this RFQ is derived in part from the Standard RFP. However MAG is interested in selecting a contractor based upon the staff's qualifications to do the type of work we want.

11. We have a nondisclosure agreement with some of the clients for whom we have done work. How do we reference that as an example of work we have performed under the qualifications section?

A. You can present a general review of what you have done for the client without disclosing the name and other information. It is important to understand that any statement of qualifications that is submitted becomes public record and is open to public inspection.

12. Regarding your conflict of interest clause, is it a conflict if we are doing work for one of the local agencies in Maricopa County.

A. Doing work for one of our member agencies does not necessarily result in a conflict of interest. However, if there is any concern about the potential for a conflict of interest, it should be disclosed in the statement of qualifications.

13. Is there IT staff available to handle some of the work that is requested here, freeing up more resources for the contractor.

No. MAG has very limited IT staff.

14. Will MAG staff be readily available to work with the contractor on the scope of work?

A. MAG staff will make themselves available to work on the scope with the contractor in as expedited a fashion as possible.

15. What is meant by a good faith effort as it relates to efforts to use a DBE on this project?

A. Federal regulations require that a good faith effort be made to utilize DBEs on this project. A good faith effort means that the contractor has made a concerted effort to find a DBE that can add value to the project. It means more than simply a cursory review of DBE firms, but rather making an effort to contact DBE firms for the project. A list of eligible DBEs can be obtained from either the Arizona Department of Transportation or

the City of Phoenix. If a contractor fails to obtain the services of a DBE for this contract, that contractor has to demonstrate that it made a good faith effort to do so, and document that effort in writing.

MAG staff concluded the meeting by indicating that we are looking for a good contractor(s) to work with us to define the direction we should take with the update and enhancement of our Website. It was also noted that it would be helpful for the contractors to help us prioritize the task we had identified and also identify any tasks that do not appear to be worth pursuing; or identifying other tasks that we overlooked.

The meeting adjourned at 3:20 p.m.